

TOWN OF PALM BEACH

Information for Town Council Meeting on February 14, 2023

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Robert Miracle, CPA, Deputy Town Manager, Finance and Administration

FROM: Dean Mealy II, NIGP-CPP, CPPO Procurement, and Contract Manager

RE: Resolution No. 011-2023, Approving the Award of a Change Order to ZoneCo in the Amount of \$170,000 for a Total Awarded Purchase Order of \$420,000 for Code Reform – **Resolution No. 011-2023**

DATE: January 31, 2023

STAFF RECOMMENDATION

Town staff recommends approving the Award of a Change Order to ZoneCo in the Amount of \$170,000 for a total Awarded Purchase Order of \$420,000 for Code Reform.

GENERAL INFORMATION

Town Council approved the award to ZoneCo and The Corradino Group, Inc. as the consultants for Code Reform in March of 2022. At the August Town Council Meeting, Town Council approved \$250,000 of funding so that PZB could begin the process of meeting and assigning work tasks.

Of the \$250,000 allocation, PZB engaged the ZoneCo for ten tasks. There are approximately \$30,000 funds remaining.

The additional funding being requested as a Change Order is required to support the pre-charrette public kick-off, the actual weeklong charrette, post-charrette documentation, and travel / housing expenses. This fee includes Sean Suder and his team from ZoneCo., Joe Nickol and his team from Yard & Company, and Fairfax and Sammons as illustrators.

The Kick-Off Meeting was held on January 17, 2023, and the weeklong Charrettes will take place February 27 through March 3, 2023. In addition, a traffic and parking study, part of the Code Review process, will begin in February 2023. These tasks and their related expenses were expected, as the Kick-Off meeting and week of Charrettes will address the education and public outreach portion of the project, and the traffic and parking study will result in the data needed to review current and future commercial uses and possible changes to parking regulations. The three months of January, February, and March of 2023 will be the most expensive timeline of this project.

The second half of the total Code Review project will run from April through the end of the year, with flexibility for changes (project scope and timelines) as requested by the Mayor and Town

Council. During this time the consultant teams will review the public input and Town Official input, along with the previously identified issues with the code. They will calibrate the code by proposing revised base regulations, zoning district changes (if any), prepare tables and illustrations for a clear code understanding, and review and test the code changes. After a preliminary review and conceptual acceptance by the Town, they will begin the task of codification, preparing the text and zoning district map changes, in a first and final draft presentation format. Finally, if requested by the Town, the consultant teams will assist staff with the Evaluation and Appraisal Review of the Comprehensive Plan.

FUNDING/FISCAL IMPACT

The initial Purchase Order in the amount of \$250,000 was funded from the General Fund Contingency. The Change Order will be funded from an unassigned fund balance transfer to the PZB Operating Account.

USER DEPARTMENT CONCURRENCE

This item has been reviewed by Planning, Zoning and Building Department and is approved as recommended.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.